

PRINCIPLES FOR ETHICAL INTERNATIONAL RECRUITMENT

Recruiter's Acknowledgement Letter

1 INTRODUCTION

Business Finland as a whole is Finland's official government organization for trade and investment promotion, innovation funding, travel promotion and talent attraction, consisting of two entities, the state agency and non-profit entity Business Finland Oy. Business Finland Oy ("**Business Finland**") is actively involved in promoting labour migration to Finland.

These Principles for Ethical International Recruitment ("**Principles**") are a set of principles that outline Business Finland's expectations concerning ethical recruitment practices and the protection of worker's rights when recruiting workers across borders.

The Principles are based on international labour and human rights instruments and aim to promote the integration of ethical considerations into international recruitment and to address the risks of labour exploitation.

The Principles are intended for labour recruiters who serve as intermediaries ("**Recruiter**") to place workers in employment in Finland, including those involved in multiple layers of the recruitment process. By committing to these principles, the Recruiter can demonstrate compliance to international human and labour rights.

2 COMPLIANCE WITH APPLICABLE LAWS AND INTERNATIONAL LABOUR STANDARDS

Recruitment should be conducted in a manner that complies with applicable national laws and regulations and respects internationally recognised human rights, including those expressed in the [ILO Declaration on Fundamental Principles and Rights at Work](#).

3 PROHIBITION OF FORCED LABOUR

The Recruiter must commit to not engaging in or supporting any form of forced labour, human trafficking, child labour or exploitative practices.

4 PROHIBITION OF RECRUITMENT FEES

Workers and jobseekers must not be required to pay nor shall the Recruiter accept recruitment fees or related costs for their employment or as part of the recruitment process.

5 RESPECT FOR TRANSPARENCY OF TERMS AND CONDITIONS OF EMPLOYMENT

Job advertisements and other information posted physically or online or shared with intermediaries should include detailed, accurate and transparent information about working conditions, wages and other contract terms, and those terms should be consistent from job application through contract signing and employment.

6 RESPECT FOR THE VOLUNTARY NATURE OF EMPLOYMENT

The Recruiter must ensure that workers are provided with a written employment contract in a language they understand. The Recruiter must ensure that the worker's written consent to the employment contract is obtained without coercion or pressure and that there is no contract substitution or use of supplemental agreements with less favourable terms.

Workers must be free to terminate their employment. Workers must not be required to have their recruiter's permission to change the employer. The Recruiter must ensure that penalties for termination are not in place.

7 RESPECT FOR FREEDOM OF MOVEMENT

Workers' freedom of movement must be respected. On their free time workers must be able to move without restrictions, without curfew or limits on personal activities.

Workers' passport or other identity documents, travel documents or contracts must not be confiscated, destroyed, or retained.

8 RESPECT FOR EQUAL TREATMENT AND NON-DISCRIMINATION

All workers and jobseekers must be treated equally regardless of their background, nationality, ethnicity, race, age, gender, health, family status, caste, tribe, religion, sexual orientation, union membership, political affiliation, disability, or any other ground related to person. Discrimination against anyone on these grounds is prohibited.

9 RESPECT FOR CONFIDENTIALITY AND DATA PROTECTION

Such personal data that is not necessary for assessing the suitability of workers for the jobs for which they are or could be considered or which is not needed to facilitate their employment, must not be stored in files or registers.

All personal data collected, received, used, transmitted, or stored must be treated in strict confidence and may not be disclosed to third parties without the prior written consent of the worker or the worker's representative, unless required by law.

10 RESPECT FOR ACCESS TO REMEDY

In cases where workers' rights have been violated in the recruitment process, effective and appropriate remedies should be provided.

11 ANTI-BRIBERY AND FAIR COMPETITION

All forms of corruption, including extortion and bribery, are prohibited. Favors, gifts, or benefits that could wrongly influence decision-making or create the appearance of impropriety are neither offered nor accepted. Money laundering is not supported or endorsed, and business is solely conducted with reputable parties engaged in lawful activities with legitimate funding sources.

Background checks are carried out during bidding and negotiation to ensure suppliers and their management adhere to laws, regulations, and trade sanctions. Fair and honest competition is promoted. Adherence to competition laws is mandatory across all markets, and involvement in unlawful activities is refrained from.

12 USE OF SUBCONTRACTORS OR OTHER PARTNERS

Where a subcontractor or other business partner is used to recruit employees, particular attention must be paid to the choice of the partner. It must be ensured that all business partners operate ethically and according to applicable laws and international standards as well as comply with these Principles. The Recruiter is always responsible for committing its subcontractors and other partners to these Principles and the ultimate responsibility of the activities of its subcontractors and other partners remains with the Recruiter.

Due diligence should be performed to ensure that the business partner’s operations are professional and in accordance with all requirements.

13 ADHRENCE TO THESE PRINCIPLES

The Recruiter should have in place policies and processes, including due diligence, to ensure that the principles set out herein are complied with.

The Recruiter agrees that Business Finland or its partners may audit its operations and interview employees to ensure that the Recruiter complies with the Principles.

14 BUSINESS FINLAND’S ROLE

Business Finland may share the information on the recruitment agencies with suitable background and that have agreed to adhere to these Principles, in order to be able to facilitate the Finnish companies in identifying partners for their recruitment needs. However, the Recruiter acknowledges and accepts that evaluation of the background and sharing of information on the Recruiter may take place solely in accordance with Business Finland’s own policies and practices. The Recruiter is not considered as partner of Business Finland, nor does the Recruiter have any right to use Business Finland’s names or logos in its advertising. Any transactions with regard to international recruitment services are to be agreed solely between the Recruiter and its clients. Business Finland does not assume liability for any damages whatsoever towards the Recruiter.

15 THE RECRUITER’S ACKNOWLEDGEMENT, DETAILS AND SIGNATURE

By signing this Acknowledgement Letter the Recruiter commits to follow these Principles for Ethical International Recruitment in all of its activities related to international recruitment.

Company name: _____

Registration details: _____

Address: _____

Authorized signatory: _____

Date: _____

Signature: _____